



## UPLOADING TO THE WEB USING FTP

The primary method for transferring your files from your computer to the hosting server, across the Internet, is called FTP (it stands for File Transfer Protocol). In order to FTP your files to your hosting server you will need a client FTP program installed on your computer to perform a FTP file transfer. There are many different types of client FTP programs that can be downloaded on the Internet; we recommend FTPVoyager ([www.ftpvoyager.com](http://www.ftpvoyager.com)).

Internet Explorer can also be used to transfer files to your hosting server simply opening the server area as a folder. To do this, type the website address <ftp://www.yourdomain.com>

You will then be prompted for a username and password that was registered with the account. Contact us if you do not already have your username and password for FTP use.

**Note:** You will need to make sure your Internet Explorer is set to be used for FTP. With an Internet Explorer window open, go to Tools -> Internet Options -> Advanced tab -> Browsing -> and check "Enable folder view for FTP sites". If you are using broadband or DSL as your ISP, you may also need to check "Use Passive FTP".

For the most part FTP is a simple process for most users, however there are a few basic concepts to follow while setting up your client FTP software to connect with your DK Web Designs hosting server.

### **HostName:**

Use either the URL (domain.com) or IP address of your hosting account.

### **Username:**

Enter in your FTP username supplied by DK Web Designs.

### **Password:**

Enter in your FTP password supplied by DK Web Designs.

**Note:** You will want to place your viewable pages inside the /www directory. Everything inside the /www directory is considered public facing and can be viewed by anyone on the Internet.

This is the end of the tutorial. If there are still questions or concerns, please contact us at the following information.

### **DK Web Designs**

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